

CITY COUNCIL AGENDA

1. Call To Order

2. Roll Call

3. Meditation And Pledge Of Allegiance To The Flag

4. Consent Agenda - Approval Of Staff Recommendations

*(Items on the Consent Agenda [marked by *] will be approved as recommended by staff, subject to removal from the Consent Agenda by Council.)*

5. Approval Of Agenda And Additions

6. Presentations

o. Oath Of Office – New Greenbelt Police Officers

Acting Chief Tom Kemp will introduce Greenbelt's newest police officers, James Derek Bowne, Bryan Fink, Carl Roberson and Travis Wagner. Mr. Fink and Mr. Wagner will graduate from the Maryland Transportation Authority Academy on April 6, 2017, and Mr. Bowne and Mr. Roberson will graduate from the Howard County Academy on April 27, 2017. The oath of office will be administered by the Mayor. (CM)

Documents:

[OATH OF OFFICE NEW GREENBELT POLICE OFFICERS.PDF](#)

o. Welcome Home Vietnam Veterans Proclamation

March 30 has been designated as Welcome Home Vietnam Veterans Day in recognition of the service and sacrifice of Vietnam veterans. Michael Moore, Commander of Greenbelt American Legion Post 136, will be present to accept the proclamation. (CM)

Documents:

[WELCOME HOME VIETNAM VETERANS PROCLAMATION.PDF](#)

o. Arbor Day Proclamations

In keeping with its designation as a "Tree City USA," Greenbelt issues a proclamation annually in recognition of Arbor Day. This year, Arbor Day will be celebrated on Saturday, April 8. Brian Townsend, the City's Arborist, and Charles Jackman, Chair of the Advisory Committee on Trees, will be present to accept the proclamation and give an overview of this year's Arbor Day plans. (CM)

Documents:

[ARBOR DAY PROCLAMATIONS.PDF](#)

o. Proposed FY 2018 City Budget

The City Manager will present her proposed budget for Fiscal Year 2018, which begins July 1, 2017, and ends June 30, 2018. (CM)

7. Petitions And Requests

(Petitions received at the meeting will not be acted upon by the City Council at this meeting unless Council waives its Standing Rules)

8. Minutes Of Council Meetings

9. Administrative Reports

o. Open Meetings Compliance Board Action Violation

The State of Maryland Open Meetings Compliance Board issued official opinions dated March 16, 2017, finding that the City violated the Open Meetings Compliance Act. It is required that a summary of the Open Meetings Compliance Board official positions be read (announced to the public body) at this meeting by a member of Council in accordance with the General Provisions Article, §3-211 of the Annotated Code of Public General Laws of Maryland. Additionally, it is required that the majority of members sign the official positions notice.

The City will be submitting additional evidence in regards to these findings which may lead to reconsideration of part of the opinions. John Shay, City Counsel, will be present to explain this process. (CM)

10. *Committee Reports

11. Audit Services For FY 2017

Reference: Memorandum, J. Williams, 04/07/2016
Memorandum, J. Williams, 02/23/2017

Council needs to select a firm to audit the City's financial records for FY 2017. The audit of the FY 2017 financial records will occur in FY 2018. The amount budgeted for this service is \$35,000.

Cohn Reznick, LLC, performed the audits for FY 2014, 2015 and 2016. With the assistance of Cohn Reznick, LLC, the City earned its thirty-second consecutive Comprehensive Annual Financial Report (CAFR) award from the Government Finance Officers Association (GFOA) for FY 2015. The GFOA has not completed its review of the 2016 CAFR.

Since the auditor reviews and critiques staff's financial record-keeping, it is inappropriate for staff to make a recommendation on the auditor. Attached are memorandums from Jeffrey Williams, City Treasurer, indicating staff's thoughts on the value of retaining the same auditor for a number of years and information on the auditing practices of other municipalities. Mr. Williams briefed Council on this matter at its meeting on February 27, 2017.

Council direction is sought. (JW)

Documents:

[MEMORANDUM, J. WILLIAMS, 04-07-2016.PDF](#)
[MEMORANDUM, J. WILLIAMS, 02-23-2017.PDF](#)

12. Food Truck Hub At Capital Office Park

Reference: Draft Letter of Support
Capital Office Park Food Truck Hub Application

Morning Calm Management is seeking a letter of support for its license application to establish a Food Truck Hub at the Capital Office Park. The proposed hub consists of 2-5 vehicles which would operate on their premises during weekday office hours. The proposed location of the Food Truck Hub is within the existing private parking facilities of 6404 Ivy Lane, Greenbelt, MD 20770. The applicant has provided a concept plan showing

the location of the proposed hub in relationship to the surrounding area. The applicant has proposed the installation of pavers over the existing asphalt parking area which would be closed to traffic during operation of the Hub. In addition, several site amenities including picnic areas with umbrella stands and an air conditioned/heated tent is proposed.

Prince George's County Council has implemented a Food Truck Hub Program to increase access to food options, encourage economic development and community revitalization, and promote innovative entrepreneurship. A Food Truck Hub is an outdoor area in which 2 or more mobile units cluster to sell freshly prepared food. Applications to establish a Food Truck Hub are administered as a license under the County's Department of Permitting, Inspections and Enforcement (DPIE). The license is renewed annually and a County Oversight Committee provides support and oversight of the program.

The legislation governing this program allows for up to 12 hub locations in the County which are restricted to either areas within one-quarter mile radius of a Metro or Marc station or park and recreational facilities under the Maryland National Capital Park and Planning Commission's operation and control. Hubs not located in these defined areas, such as Capital Office Park, may seek special authorization by the County Council. Four hubs are currently in operation throughout the County.

If located within a municipality, a hub must seek a letter of support from that municipality. The Advisory Planning Board discussed this item at their March 8, 2017 meeting. The Board voted 4-0-0 to recommend the City Council support this project. The Board further recommended the applicant work with the Marriott Hotel to advertise this amenity.

Staff recommends City Council support the proposed Food Truck Hub and provide a letter of support on its behalf.

Jessica Bellah, Community Planner, will be present to answer questions. (JB)

Documents:

[DRAFT LETTER OF SUPPORT.PDF](#)
[CAPITAL OFFICE PARK FOOD TRUCK HUB APPLICATION.PDF](#)

13. Submission Of Urban Land Institute Technical Assistance Panel Application

Reference: Application

The Urban Land Institute (ULI) in partnership with the Metropolitan Washington Council of Governments (COG) offers a Technical Assistance Panel (TAP) program. TAP's are a panel of 10-12 senior level experts who work over a concentrated timeline to evaluate local development and land use challenges. The panel takes place over 1.5 days with a report of recommendations completed thereafter. A typical TAP costs \$20,000 and the local jurisdiction must contribute 50%.

At the work session on March 20, representatives from College Park and Berwyn Heights Councils agreed to work cooperatively to practically address Greenbelt Road improvements. The elected officials present tasked staff to explore a TAP application for Greenbelt Road from Rt. 1/Baltimore Avenue to near Greenbelt Middle School. The application deadline is April 3.

Council direction is sought. (DEM)

Documents:

[APPLICATION.PDF](#)

14. Council Activities

Council will report on activities and events recently attended. (If time allows.)

15. Council Reports

Council will report on meetings and conferences recently attended. (If time allows)

16. * Approval Of Naming Policy For Certain City Spaces

Reference: Email, Jennifer Ruffner, 1/13/17
Policy on Naming City Spaces
Gift Agreement
Minutes, Regular Meeting, 11/28/16

Following a work session and discussion at the November 28, 2016, regular meeting, Council approved a Policy on Naming City Spaces. This policy allows for naming opportunities at the new Museum space at 10-A Crescent Road. The Friends of the Greenbelt Museum (FOGM) are conducting a capital campaign to raise funds to renovate this space. FOGM has received their first naming gift, a \$5,000 donation to name the accessible sidewalk at the entrance to 10-A.

FOGM President, Jen Ruffner, is requesting City approval. Ms. Ruffner's email identifies a sample plaque style which would be an 8" X 6" bronze stake plaque adjacent to the walkway. The plaque would read "The Dan and Mary Lou Searing Accessible Sidewalk." The Searing's are Megan Searing Young's parents.

Included in Council's packet is the Gift Agreement signed by FOGM. The City's Policy requires City approval of the Gift Agreement and form of donor recognition. Staff has reviewed both and recommends Council approval.

Approval of this item will grant City approval of the Gift Agreement and the plaque style and language. (DEM)

Documents:

[EMAIL, JENNIFER RUFFNER, 1-13-17.PDF](#)
[POLICY ON NAMING CITY SPACES.PDF](#)
[GIFT AGREEMENT.PDF](#)
[MINUTES, REGULAR MEETING, 11-28-16.PDF](#)

17. * Reappointments To Advisory Groups

Reference: Reappointment Surveys

Elsie Waynes and Donald Martin have indicated their willingness to continue to serve on advisory groups.

Approval of this item on the consent agenda will indicate Council's intent to appoint Ms. Waynes to a new term on the Advisory Committee on Education and Mr. Martin to a new term on the Board of Appeals. (CM)

18. * Resignation From Advisory Group

Reference: Email, A. Beromen, 03/21/2017

Alejandra Beromen has submitted her resignation from the Community Relations Advisory Board (CRAB). Richard Ransom, CRAB Chair, has reached out to Ms. Beromen and she advised Mr. Ransom that she does not want to continue on CRAB.

Approval of this item on the consent agenda will indicate Council's intent to accept her resignation with regret. (CM)

19. MEETINGS

Reference: Chart, Stakeholder/Regular Meetings
Master Calendar

Special Meeting	Mon.	3/27	7:30 pm
Executive Session – Collective Bargaining (Library)	Mon.	3/27	7:35 pm
Regular Meeting/Budget Presentation	Mon.	3/27	8:00 pm
Business Breakfast	Wed.	3/29	7:45 am
Work Session – WMATA (CC)	Wed.	3/29	7:00 pm
Interviews for Advisory Group (Library)	Mon.	4/03	7:20 pm
Budget Work Session – Overview, Revenues & General Government/Other Funds/Non-Departmental & Fund Transfers	Mon.	4/03	8:00 pm
Budget Work Session – Misc. – Museum/Grants & Contributions (SHL Rec Center)	Wed.	4/05	7:30 pm
Budget Work Session – Public Safety (SHL Rec Center)	Wed.	4/05	8:30 pm
Interviews for Advisory Group (Library)	Mon.	4/10	7:20 pm
Regular Meeting	Mon.	4/10	8:00 pm
Interviews for Advisory Group (Planning Office)	Wed.	4/12	7:20 pm
Work Session – Prince George's Economic Development Corp. (CC)	Wed.	4/12	8:00 pm
No Meeting (Easter Monday)	Mon.	4/17	
Budget Work Session – Public Works/Capital Projects (Greenbriar)	Wed.	4/19	8:00 pm
Interviews for Advisory Group (Library)	Mon.	4/24	7: 40 pm
Regular Meeting/1 st Public Hearing	Mon.	4/24	8:00 pm
Four Cities Meeting (New Carrollton)	Wed.	4/26	7:30 pm
Budget Work Session – Social Services	Mon.	5/01	7:30 pm
Budget Work Session – Planning	Mon.	5/01	8:30 pm
Budget Work Session – Recreation (SHL Rec Center)	Wed.	5/03	7:30 pm

Regular Meeting/ACE Student Awards	Mon.	5/08	8:00 pm
Budget Work Session – Contribution Groups (CC)	Wed.	5/10	7:30 pm
Budget Work Session – Final Budget Review	Mon.	5/15	8:00 pm
Budget Work Session – Green Ridge House (Green Ridge House)	Wed.	5/17	7:30 pm
Regular Meeting/2 nd Public Hearing/Constant Yield Tax Rate	Mon.	5/22	8:00 pm
Work Session – Housing Affordability Study (tentative) (CC)	Wed.	5/24	8:00 pm
City Holiday – Memorial Day	Mon.	5/29	
Work Session – School Board Representative (CC)	Wed.	5/31	7:30 pm
Regular Meeting/Budget Adoption	Mon.	6/05	8:00 pm
Work Session – Friends of Greenbelt Theatre (CC)	Wed.	6/07	8:00 pm
Work Session – Citizens Animal Response Team	Mon.	6/12	8:00 pm
Work Session – Revisions for Code Chapter 4 (CC)	Wed.	6/14	8:00 pm
Regular Meeting	Mon.	6/19	8:00 pm
Work Session – TBD (CC)	Wed.	6/21	8:00 pm
MML Conference	Sun.- Wed.	6/25 -28	

CITY OF GREENBELT, MARYLAND
Police Department

I, _____, swear (or affirm) that I will support the Constitution of the United States, and that I will be faithful and bear true allegiance to the State of Maryland and support the Constitution and laws thereof; and that I will, to the best of my skill and judgment, diligently and faithfully, without partiality or prejudice, execute the office of Police Officer according to the Constitution and laws of this State.

Applicant

Subscribed and sworn to before me this 27th day of March 2017.

Emmett V. Jordan, Mayor
City of Greenbelt, Maryland

PROCLAMATION

WHEREAS, March 30 is recognized nationally as “Welcome Home Vietnam Veterans Day;” and

WHEREAS, March 30, 2017, represents the 44th anniversary of the end of the American involvement in the Vietnam conflict; and

WHEREAS, thousands of brave Americans served our country in this conflict with courage, honor and valor; and

WHEREAS, more than 58,000 individuals made the ultimate sacrifice in Vietnam and more than 300,000 more were wounded in combat; and

WHEREAS, 2,086 Americans are still missing and unaccounted for from the Vietnam conflict and their families, friends and fellow veterans still endure uncertainty concerning their fate; and

WHEREAS, Hospice of the Chesapeake is organizing its third annual Welcome Home Vietnam Veterans Day Celebration at Martins Crosswinds in Greenbelt on March 30, 2017, to thank Vietnam Veterans for their service and provide them with a long overdue Welcome Home.

NOW THEREFORE, I, Emmett V. Jordan, by the authority vested in me by the citizens and City Council of Greenbelt, hereby issue this proclamation in honor of

WELCOME HOME VIETNAM VETERANS DAY

and encourage all our residents to join in this special observance and take the opportunity to honor and thank our veterans for all they have given in the service of our country.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Greenbelt, Maryland, to be affixed this 27th day of March 2017.

EMMETT V. JORDAN, Mayor

ATTEST:

Cindy Murray, City Clerk



3rd Annual Welcome Home Vietnam Veterans Day Celebration

by Hospice of the Chesapeake

\$0 – \$30

Actions and Detail Panel

3rd Annual Welcome Home Vietnam Veterans Day Celebration

Thu, March 30, 2017, 4:00 PM – 8:00 PM EDT

\$0 – \$30 Tickets

LOCATION

Martin's Crosswinds

7400 Greenway Center Drive

Greenbelt, MD 20770

DESCRIPTION

Please join us for the 3rd Annual Welcome Home Vietnam Veterans Day Celebration. The theme of this year's program is "Warriors Remembered." A special event has been planned to honor our Vietnam Veterans, thank them for their service, and provide them with a long overdue Welcome Home. Here is the schedule of events for the evening:

- 4:00 PM Doors open for an opportunity to meet and greet fellow Vietnam Veterans
- 4:30 PM Hors d'oeuvres and beverages available until Program begins (Cash bar)
- 6:00 PM Please find your seats
- 6:30 PM Program begins
- 8:00 PM Program concludes

FAQs

Are tickets required for this event?

Yes, tickets are required for all guests. Tickets are free for all Vietnam Veterans and one guest of each Vietnam Veteran, as well as for two family members of deceased Vietnam Veterans. Tickets for additional guests and community members are \$30 (plus Eventbrite fee). For additional information and to obtain tickets, please click on the TICKETS link or contact Nicole Malatesta at 443.837.1513 or veterans@hospicechesapeake.org

How can I submit photos to be included in the Vietnam Veterans Slideshow?

Please submit your photos for inclusion in the slideshow being prepared for the event by March 17, 2017. This year's slideshow will include the photos submitted for the 2015 and 2016 events, so no need to resend those. Please send photos in a JPG format to Nicole Malatesta at NMalatesta@hospicechesapeake.org

In addition, you are welcome to bring photos and other mementos to display on the Remembrance Table during the evening, to be taken home with you at the conclusion of the program.

What is the dress for the event?

Veterans are invited to wear their uniforms, if possible. If not, Vietnam Veterans are welcome to wear clothing and gear that identifies them as a Vietnam Veteran. Otherwise, dress for the event is patriotic casual.

How can I contact Hospice of the Chesapeake with any questions?

Contact Nicole Malatesta at 443.837.1513 or veterans@hospicechesapeake.org

PROCLAMATION

WHEREAS, Arbor Day was first celebrated in the state of Nebraska in 1872 in response to a state proclamation urging settlers and homesteaders to plant trees to provide "shade, shelter, fruit, fuel and beauty" for residents of the largely treeless plains; and

WHEREAS, on that first Arbor Day, more than one million trees were planted in Nebraska's communities and on its farms; and

WHEREAS, trees support our lives by providing us with paper, food for our tables and wood for our homes; and

WHEREAS, trees reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife; and

WHEREAS, trees in Greenbelt increase property values, enhance the economic vitality of business areas, and beautify our community; and

WHEREAS, Greenbelt is recognized as a Tree City USA by the National Arbor Day Foundation and is pledged to continuing its tree-planting and tree-care practices, as well as its policy of preserving green space and forests to enhance its historic "Green Belt"; and

WHEREAS, to those ends, the City, in 2000, established an Advisory Committee on Trees to study, investigate and advise Council on matters related to the City's tree resources; in 2003, established a Greenbelt Forest Preserve; in 2007, established a Forest Preserve Advisory Board to monitor its management and maintenance; and in 2010 joined the Baltimore Washington Partnership for Forest Stewardship.

NOW THEREFORE, I, Emmett V. Jordan, by the authority vested in me by the citizens and City Council of Greenbelt, do hereby proclaim Saturday, April 8th to be

ARBOR DAY

in Greenbelt and urge all our residents to support efforts to protect our trees which are a connection to our past, a pledge to our future generations, and a continuing source of joy and spiritual renewal for all our citizens.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Greenbelt, Maryland, to be affixed this 27th day of March 2017.

EMMETT V. JORDAN, Mayor

ATTEST: Cindy Murray, City Clerk

City of Greenbelt, Maryland

Memorandum

To: Greenbelt City Council
Via: Michael P. McLaughlin, City Manager
From: Jeffrey L. Williams, City Treasurer
Date: April 7, 2016
Re: Practice of Changing Audit Firms Every Three Years

The practice of changing audit firms on a three-year rotation is based on the goal of having a “fresh pair of eyes” review the City’s financial records. Therefore, changing audit firms every three years appears to have some merit. However, when you consider the learning curve of a new audit firm, the practice does not achieve the desired result.

A new audit firm’s first year is spent learning how the City works. Only the most basic audit review is possible given the differences in the financial software systems, approaches of local governments for financial record keeping, and the time restraints of completing the audit within State mandated deadlines.

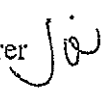
There is some improvement during the second year of an audit firm’s tenure, but the learning curve is generally not complete. By the third year, the audit firm has a good understanding of its local government client and at that point begins to look deeper into the City’s policies and procedures. Therefore, only the third year of the three-year cycle does the fresh look begin to payoff.

By contrast to the City’s three-year rotation, Gaithersburg has been with the same audit firm, McGladrey LLC, for more than 20 years. Gaithersburg’s approach requires that McGladrey staff performing field work and first level supervision be rotated every three to four years which generally occurs naturally with staff turnover. Upper level review including the secondary partner-level review remains constant which provides an institutional knowledge that is often invaluable.

The City of Bowie does not have a formal requirement to change auditors. However, its current five-year agreement with Cohn Reznick guarantees three years with an optional two additional years. The City of La Plata and City of Hyattsville follow a similar procedure. The City of La Plata is considering extending its current five-year agreement for an additional three years.

A longer term agreement allows for a more productive relationship between the municipal government and its auditor. It allows the auditor to develop its institutional knowledge of its municipal government client which provides a higher level of service. The institutional knowledge acquired by an audit firm is no less valuable than the services provided by legal counsel, engineering firms and other professional services that ensure the City is served well by its professional contractors.

City of Greenbelt, Maryland
Memorandum

To: Nicole Ard, City Manager
From: Jeffrey L. Williams, City Treasurer 
Date: February 23, 2017
Re: Selection of Auditors

In April 2016, staff presented City Council with information regarding the practices of other Maryland municipalities' selection and retention of audit services. That memo is attached. Most municipalities retain an audit firm for a minimum of five fiscal years, generally a three year contract with an option for years four and five. The current retention practice in Greenbelt is a one year contract with an option for years two and three.

With the conclusion of the fiscal year 2016 audit, the City's current audit firm completed the original contract of one year and the optional two-year extension. An item has been placed on City Council's February 27, 2017 agenda pertaining to the selection of audit services.

Because staff does not recommend to City Council which firm they should hire for audit services or the length of the contract, Council direction is required in this matter. It would be best if the discussion included whether the City's current auditor, Cohn Reznik LLC, can be retained beyond the current agreement, whether a new agreement is desired, or should staff proceed with a request for proposal (RFP) for audit services.

If a new RFP is their preference, a decision at this time would provide adequate time for staff to set the RFP process in motion and bring back to Council a list of qualified firms in time for pre-audit field work begin before the fiscal year ends on June 30.

Bryan Zenchyk, Managing Director
Morning Calm Management
6305 Ivy Lane, Suite 710
Greenbelt, MD 20770

Re: Application for Food Truck Hub
6404 Ivy Lane, Greenbelt, MD 20770 (the "Property")

Dear Mr. Zenchyk:

It is our understanding that Morning Calm Management, on behalf of the owner of the property known as Capital Office Park, intends to apply for a license to operate a Food Truck Hub on Capital Office Park property. The property is located within the municipal boundaries of the City of Greenbelt and, as such, a letter of support is required by the licensing statute.

The City Council reviewed the concept plan of the proposed Food Truck Hub at its March 27, 2017, meeting and voted to send a letter of support of your application.

We wish you well in your effort to bring new food choices to Capital Office Park. We encourage you to keep an open line of communication with the City to avoid any confusion or miscommunication as you proceed with this effort. We look forward to working with you to ensure that Capital Office Park continues to be a strong corporate partner with the City.

Sincerely,

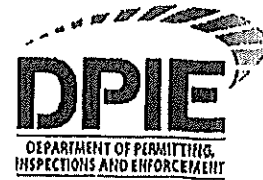
Emmett V. Jordan
Mayor

/jb

cc: City Council
Nicole Ard, City Manager
Celia Craze, Director of Planning and Community Development



Prince George's County
Department of Permitting, Inspections
and Enforcement
PERMITTING & LICENSING DIVISION
Business Licensing Center
9400 Peppercorn Place, 1st Floor
Largo, Maryland 20774
301.883.3840 • FAX: 301.883.3875



APPLICATION FOR FOOD TRUCK HUB LICENSE

Please print clearly.

SECTION A — FOOD TRUCK HUB COORDINATOR IDENTIFICATION

Coordinator's Name: Terri Gavin, Morning Calm Management
Coordinator's Address: 6305 Ivy Lane, Suite 710
Street
Greenbelt MD 20770
City State ZIP Code
Coordinator's Telephone #(s): (301) 474-9090
E-mail: tgavin@morning-calm.com

SECTION B — FOOD TRUCK HUB LOCATION

Food Truck Hub Name: Capitol Office Park
Location of Food Truck Hub: 6404 Ivy Lane
Street
Greenbelt MD 20770
City State ZIP Code
Business Telephone #(s): (301) 474-9090
Name of Property Owner: MCM 6404 Ivy, LLC
Address of Property Owner: 6305 Ivy Lane, Suite 710
Street
Greenbelt MD 20770
City State ZIP Code
Property Owner Telephone #(s): (301) 474-9090
E-mail: tgavin@morning-calm.com

SECTION B — FOOD TRUCK HUB

List the maximum number of mobile units that will be operating on a given day: Five (5)

SECTION B — FOOD TRUCK HUB — Continued

Food Truck Hubs cannot open before 6:00 a.m. and must close by 9:00 p.m. Only vendors primarily selling freshly prepared foods or fresh fruits and vegetables may be allowed to participate in the Food Truck Hub.

List days and hours of operation for the Food Truck Hub:

Day of the Week	Hours
Sunday	N/A
Monday	7:00am - 6:00pm
Tuesday	7:00am - 6:00pm
Wednesday	7:00am - 6:00pm
Thursday	7:00am - 6:00pm
Friday	7:00am - 6:00pm
Saturday	N/A

SECTION C — ATTESTATION

I, THE UNDERSIGNED, HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE MATTERS AND FACTS SET FORTH IN THE FOREGOING APPLICATION ARE TRUE TO THE BEST OF MY INFORMATION AND BELIEF.

Terri S. Gavin

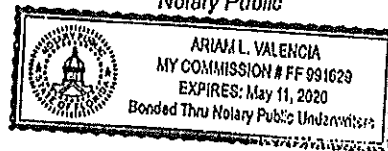
Printed Name of Food Truck Hub Coordinator

Terri S. Gavin

Signature of Food Truck Hub Coordinator

Sworn to before me this 17 day of March, 2017.

Notary Public





20 MARCH 2017

DINING PARK VIEW

CAPITAL OFFICE PARK



CAPITAL OFFICE PARK

FOOD TRUCK VIEW

22 DECEMBER 2016

Katlas Bruckwick

202.933.2328



**MCM 6404 Ivy LLC
c/o Morning Calm Management, LLC
1641 Worthington Road, Suite 140
West Palm Beach, FL 33409**

March 17, 2017

Prince George's County
Department of Permitting, Inspections and Enforcement
Permitting and Licensing Division
9400 Peppercorn Place, 1st Floor
Largo, MD 20774

RE: Availability of Parking - Capital Office Park, Greenbelt Maryland

To Whom It May Concern:

Our office is in the process of procuring a Food Truck Hub License for the above-referenced office park located in Greenbelt, Maryland. Please allow this letter to serve as assurance from the property owner that there is ample parking available to accommodate our proposed plans for the food truck hub.

If any additional information is needed with regard to the matter of parking, please feel free to contact me by telephone at (561) 383-2412 or by email at bzenchyk@morning-calm.com.

Sincerely,
MCM 6404 Ivy LLC
c/o Morning Calm Management, LLC

A handwritten signature in black ink, appearing to read 'B. Zenchyk'.

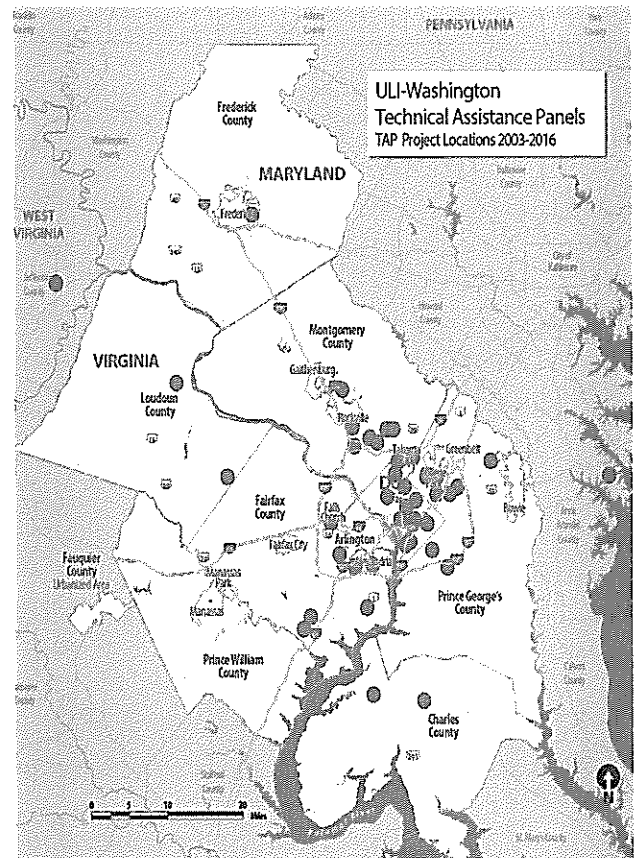
Bryan Zenchyk, CCIM, CLS
Managing Director

2017 COG - ULI TECHNICAL ASSISTANCE PANEL (TAP) APPLICATION

Program Description

Technical Assistance Panels (TAPs) are one of ULI Washington's signature programs, where a panel of 10-12 senior-level experts work over a concentrated timeline to evaluate and provide market-based feedback on a local development or land use challenge. Panelists are selected from over 2,200 ULI Washington members in the Metropolitan Washington Area based on needed skillsets and expertise to address the problem at hand. Panel member expertise typically includes developers, property owners/managers, investors, designers, planners, engineers, market and financial analysts, as well as members of the public sector. The panel takes place over 1.5 days, with a report of recommendations completed thereafter.

Through a strategic partnership, ULI Washington and COG will deliver three TAPs in COG-designated Activity Centers between July 2017 - June 2018. These TAPs will focus on identifying priority, catalytic strategies to maximize the impacts of investments in Activity Centers and throughout our region. ULI and COG recognize that communities around the region face pressing challenges related to housing affordability. Therefore, TAP applications that include the opportunity to address challenges associated with housing affordability will be given preference.



*ULI Washington TAP 2003-2016 Locations

Cost of the TAP

A typical TAP costs \$20,000; TAPs selected through this partnership are reduced by 50%. The cost to the city/county sponsor for this program is \$10,000. **For those sponsors who are selected, ULI Washington will offer a one-year complimentary Public Agency Membership Package to ULI. Of note, this membership package includes:**

- One full membership and two associate memberships;
- Allows memberships to be transferred to other employees within the Public Agency;
- Should you wish to add additional individuals as members, ULI can offer a reduced rate of \$100 under this membership package.

Application Process

The application period is open from February 1, 2017 – April 3, 2017. Applications highlighting challenges associated with Housing Affordability will be given priority. Applications may be found on <http://washington.uli.org/what-we-do/technical-assistance-panels/uli-cog/>. Projects will be selected in May 2017 and scheduled upon selection, based on needs of the applicant.

Application deadline for the 2017 Technical Assistance Panel program is April 3, 2017 at 4 PM!

Submit applications to Paul DesJardin (pdesjardin@mwkog.org) and Deborah Bilek (deborah.bilek@uli.org).

2017 COG - ULI TECHNICAL ASSISTANCE PANEL (TAP) APPLICATION

FREQUENTLY ASKED QUESTIONS

1) What is the benefit of holding a TAP?

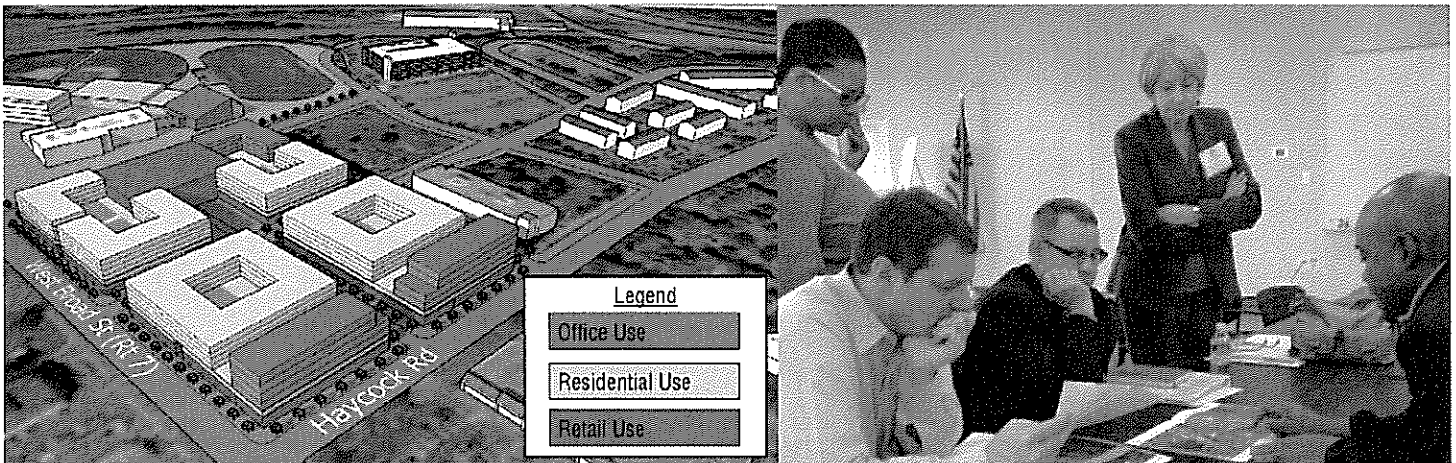
Think of a TAP as a fast-paced brainstorming session with a group of outside experts who will use their extensive professional experience to respond to a set of specific questions posed by a local government sponsor. The panel of professionals who come together to serve on a TAP are leading experts in the real estate, land use, planning and community development fields, and are hand-selected for each TAP based on the specific local challenge and on the skill sets needed to address this challenge. The multi-disciplinary nature of the panel and the quick-response nature of the TAP process often allow for new, creative ideas to be explored and vetted with a group of experts who bring “fresh eyes” to the issue. To review past TAPs conducted by ULI Washington in the Metropolitan Washington Area, visit www.washington.uli.org/TAPs.

2) What is the typical agenda for a TAP?

The TAP takes place over 1.5 days. On Day One, the panel listens and learns. They will tour the study area, hear a presentation from the city or county sponsor, and meet with key local stakeholders. On Day Two, the panel deliberates, collaborates, and develops recommendations, all of which culminate in a presentation that evening. A final written report is also developed and delivered approximately 12 weeks after the end of the TAP.

3) What are the roles and responsibility of the sponsor?

The city/county sponsor will be responsible for developing a briefing book which provides the essential background information needed for the panel to tackle the assignment. In addition to staff time required to prepare the briefing book, additional time commitment is required on the part of local staff. While ULI Washington will take the lead on coordinating logistics for the 1.5 day TAP, the sponsor is responsible for providing the meeting rooms on-site, arranging to feed the Panel throughout the program, preparing an overview presentation, leading a site visit of the project area, and inviting local stakeholders to participate.



Application deadline for the 2017 Technical Assistance Panel program is April 3, 2017 at 4 PM!

Submit applications to Paul DesJardin (pdesjardin@mwkog.org) and Deborah Bilek (deborah.bilek@uli.org).

2017 COG - ULI (TAP) APPLICATION

Sponsor/Jurisdiction:

Activity Center:

Has this sponsor/jurisdiction previously applied for a TAP through this program? Yes ☐ No ☐

If yes to above, was sponsor/jurisdiction previously awarded a TAP through this program? Yes ☐ No ☐

If yes to above, what was the outcome?

Is your organization willing and able to cover your share (\$10,000) of the total \$20,000 cost for the TAP?

Yes ☐ No ☐

Main Point of Contact:

Name:

Title:

Phone:

Email:

Proposed Panel Assignment: Please list 3-5 questions that you would want the panel to address as part of the TAP. Questions should relate to one or all of the following themes:

- Catalyzing private investment and supporting implementation of locally adopted land use plans.
- Strategic partnerships needed to build consensus around the implementation of local land use plans for the Activity Center.
- Strategies needed to address displacement of residents and businesses in and around the Activity Center during and following the implementation of the plan.
- Short, interim, or long-term investments or regulatory changes that would be needed to maximize the potential of this Activity Center.

Question 1:

Question 2:

Question 3:

Question 4:

Question 5:

2017 COG - ULI (TAP) APPLICATION

Statement of the Problem: Describe the area that would be the focus of the TAP, and explain the challenges this area faces with regard to plan implementation. Highlight recent plans or studies focusing on the area and explain any factors that make this proposal particularly timely (planned transit expansion, significant development underway nearby, rapidly changing property values, etc.). Finally, explain the ultimate objective for the TAP, as well as the plans for follow-up on the TAP's recommendations. Please limit answer to the space provided at the end of this sentence.

Application deadline for the 2017 Technical Assistance Panel program is April 3, 2017 at 4 PM!
Submit applications to Paul DesJardin (pdesjardin@mwkog.org) and Deborah Bilek (deborah.bilek@uli.org).

David Moran

From: Jen Ruffner <jagmuse@icloud.com>
Sent: Friday, January 13, 2017 5:57 PM
To: David Moran
Cc: Megan Searing Young
Subject: Approval of Naming Gift
Attachments: 10A Naming Agreement Searing.pdf

David -

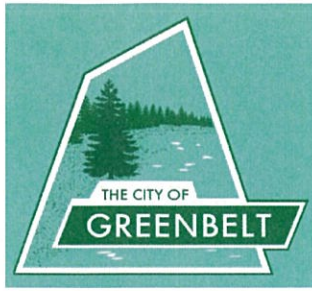
We have received our first naming gift, and are seeking City approval of the gift. The Gift Agreement is attached. I think the only other item that we need to provide for approval is the actual plaque. I wanted to ask if the City has a company they utilize for outdoor plaques? We envision this plaque, which is one of the only ones that will be placed outside the building, to be similar to the attached photograph, but if there is a standard format the City uses that they would prefer, that would be fine. We have not identified a vendor yet, because we wanted to see if it made sense to use the same vendor the City uses.

Please let me know if you require any additional information, and what the timeline and process is for the City approval.

Thank you!!

Jen Ruffner





Policy on Naming City Spaces

Effective Date:

December 1, 2016

Last Revised:

November 18, 2016

Department: City Manager's Office

Policy Contact: David E. Moran, Assistant City Manager

1. Reason for Policy

It is the City's intent to provide for fundraising by permitting naming opportunities and donor recognition at certain spaces at specific City facilities.

2. Policy Statement

This Policy allows for the naming of certain spaces at specific City facilities in exchange for monetary and/or in-kind donations. These donations will be used to assist with the renovation and/or operation of these facilities. Appropriate donor recognition will be provided in exchange for these donations.

3. Scope

This Policy applies to certain spaces at the Greenbelt Museum Visitor & Education Center located at 10-A Crescent Road and the Greenbelt Theater located at 129 Centerway. The policy does not allow for naming the entire building/facility.

4. Procedures

This policy will be implemented in partnership with the Friends of The Greenbelt Museum (FOGM) and the Friends of the Greenbelt Theatre (FOGT). FOGM & FOGT will develop and oversee the specific Naming Programs for their associated facilities. The City must approve all aspects of any naming program including, but not limited to, the following:

- Spaces available for naming
- Donation levels
- Form of Donor Recognition (plaque style, location, language, etc.)
- Donor Agreement
- Term of Recognition

5. Policy History

Revision Date	Author	Description
11-28-2016	City Manager's Office David E. Moran	Policy created & Approved by the City Council
XX-XX-XXXX	Office, Department/Unit	[Brief & specific description of change]

Gift Agreement

This Gift Agreement ("Agreement"), effective as of December 22 2016 ("Effective Date"), is made and entered into by and between Daniel Searing, whose address is 14701 Cambridge Drive, Upper Marlboro, MD 20772 ("Donor") and the Friends of the Greenbelt Museum, Inc. ("FOGM") for the use and benefit of The Greenbelt Museum (the "Museum"). Based upon the Recitals below, and in consideration of the mutual promises and benefits hereunder, the parties agree as follows:

RECITALS

Donor wishes to make a charitable gift to FOGM for the use and benefit of the Museum as set forth in this Agreement.

FOGM desires to accept such gift, subject to the terms and conditions set forth in this Agreement.

AGREEMENT

1. **Gift.** Donor hereby pledges to FOGM for the use and benefit of the Museum the following gift: \$5,000 ("Gift").
2. **Payment of the Gift.** The Gift is an irrevocable pledge that will be paid to FOGM over a period of one (1) year. Payments in support of this pledge will begin immediately upon the execution of this Agreement.

Payments shall be paid by Donor to FOGM via check, electronic funds transfer, stocks or other securities, or other methods acceptable to Donor and FOGM.
3. **Use of the Gift.** The Gift shall be used for the renovation and creating of the Greenbelt Visitor and Education Center at 10A Crescent Road, Greenbelt, MD.
4. **Acknowledgment.** In consideration for the Gift, FOGM will acknowledge the Gift by naming the Accessible sidewalk/walkway/entrance to the Greenbelt Visitor and Education Center ("Facility") The Dan and Mary Lou Searing Accessible Sidewalk ("Naming"). Before the Naming is erected, Donor shall demonstrate reasonable and timely pledge payments. Subject to the terms of this Agreement, the Naming will last for a minimum of twenty years.
5. **Termination of Naming.** In addition to any rights and remedies available at law, FOGM may terminate this Agreement and all rights and benefits of the Donor hereunder, including terminating the Naming:
 - a. In the event of any default in payment of the Gift as provided in this Agreement,
 - b. After twenty years have passed, or,
 - c. In the unlikely event FOGM determines in its reasonable and good faith opinion that circumstances have changed such that the Naming chosen by the Donor would adversely impact the reputation, image, mission or integrity of the Museum, the City of Greenbelt, or FOGM, in the event of a continued association with Donor and the continuation of the Naming provided for herein.Upon any such termination of this Agreement and/or the Naming hereunder, FOGM, the Museum, and the City of Greenbelt shall have no further obligation or liability to Donor and shall not be required to return any portion of the Gift already paid. FOGM, however, may in its sole and absolute discretion determine an alternative recognition for the portion of the Gift already received.
6. **Modification of Naming.** If during the twenty years, the Facility is transferred or conveyed from the Museum, closed, deconstructed, destroyed or severely damaged, significantly renovated, upgraded, or modified; relocated, or replaced, then the Naming will cease. In such event, however, the Donor, if

available, and in consultation with and as mutually agreed by FOGM, will have the right, for no additional payment, to have another available and equivalent Museum space named after the Donor.

7. **Publicity**

For purposes of publicizing the Gift and the Naming, FOGM will have the right, without charge, to photograph the Donor and use the names, likenesses, and images of the Donor in photographic, audiovisual, digital or any other form of medium (the "Media Materials") and to use, reproduce, distribute, exhibit, and publish the Media Materials in any manner and in whole or in part, including in brochures, website postings, informational and marketing materials, and reports and publications describing FOGM's development and business activities.

8. **Assignment.** This Agreement and the rights and benefits hereunder may not be assigned by either party without the prior written consent of the other party, which consent shall be in the sole and absolute discretion of the non-assigning party.

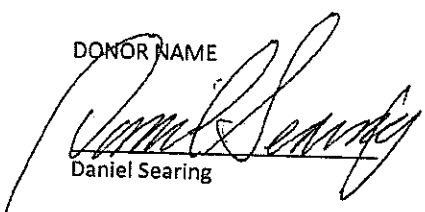
9. **Entire Agreement.** This Agreement constitutes the entire agreement of the parties with regard to the matters referred to herein, and supersedes all prior oral and written agreement, if any, of the parties in respect hereto. This Agreement may not be modified or amended except by written agreement executed by both parties hereto. The captions inserted in this Agreement are for convenience only and in no way define, limit, or otherwise describe the scope or intent of this Agreement, or any provision hereof, or in any way affect the interpretation of this Agreement.

10. **Governing Law and Venue.** This Agreement will be governed by and construed in accordance with the laws of the State of Maryland without regard to any conflict of laws rule or principle that might refer the governance or construction of this Agreement to the laws of another jurisdiction. Subject to the sovereign immunity of the State of Maryland, any legal proceeding brought in connection with disputes relating to or arising out of this Agreement will be filed and heard in Prince George's County, Maryland, and each party waives any objection that it might raise to such venue and any right it may have to claim that such venue is inconvenient.

11. **Board of Directors and City of Greenbelt Approval.** This Agreement and the recognition and naming provided for herein are subject to the approval by the Board, and the City of Greenbelt, and this Agreement will not be effective unless and until approved by the Board and the City.

ACCEPTED AND AGREED TO:

DONOR NAME


Daniel Searing

BOARD OF DIRECTORS
FRIENDS OF THE GREENBELT MUSEUM, INC.

By: 

Name: Jennifer Ruffner

Title: President

Mayor Jordan read the agenda comments.

Ms. Pope introduced the resolution for first reading.

A Resolution to Authorize the Negotiated Purchase of a Dodge Caravan from Criswell Automotive of Gaithersburg, Maryland at a Cost of \$29,332

Mayor Jordan read the agenda comments.

Ms. Mach introduced the resolution for first reading

VOTING AGE: Mayor Jordan read the agenda comments.

Ms. Davis said Council held a work session with the Youth Advisory Committee (YAC) on November 2, 2016, to discuss YAC Report #2015-1 which recommends that the City lower the voting age for municipal elections to allow for 16 and 17 year olds to vote in the elections. She noted there was discussion at the work session regarding referring the report to the Community Relations Advisory Board (CRAB) and the Advisory Committee on Education (ACE) for consideration and the scheduling of a hearing to obtain public comment.

Mayor Jordan and Ms. Pope noted that the majority of respondents to the 2015 election questionnaire opposed lowering the voting age. Ms. Mach said that the election questionnaire only reached people that voted in the municipal election.

Ms. Davis moved that Council refer YAC Report #2015-1 to CRAB and ACE for consideration and then schedule a hearing as part of a regular Council meeting to obtain public comment. Ms. Mach seconded.

Mr. Roberts said Council should not make a decision on the voting age and suggested the question be included as a ballot question. Mayor Jordan concurred.

Ms. Pope suggested Council terms also be considered for a ballot question for the 2017 election.

The motion passed 6-0.

APPROVAL OF NAMING POLICY FOR CERTAIN CITY SPACES: Mayor Jordan read the agenda comments.

Mayor Jordan said that Council met with the Friends of the Greenbelt Museum (FOGM) on September 21, 2016, to discuss the FOGM capital campaign and proposal to allow for naming opportunities at 10-A Crescent Road. At the work session, it was noted that the Friends of Greenbelt Theatre (FOGT) are considering a similar program and it was suggested that the City develop a policy on this matter.

David Moran, Assistant City Manager, said staff had developed the Draft Naming Policy for Certain City Spaces. He advised that the Policy limits naming opportunities to the Visitor & Education Center at 10-A Crescent and the Greenbelt Theater.

Ms. Davis expressed concern regarding naming of the gardens or sidewalk outside of the Museum. Jen Ruffner, President of FOGM, said the sidewalks wouldn't be named, only the side gardens.

Mayor Jordan said he would like to separate the policy for FOGM from FOGT.

Ms. Mach said she doesn't think there's a need to separate the policy for FOGM and FOGT. She added that she supports allowing for the naming of outdoor spaces as long as a plaque is not put on the building itself.

Ms. Davis expressed concern that the minimum gift to the Museum as proposed was \$5,000 and said the cost may prevent many people from participating. She suggested pavers be considered, perhaps for a gift of \$50 or \$100 each. Ms. Ruffner said that she was unsure if space would allow for pavers.

Mr. Roberts expressed concern regarding the proposed policy and said that City property should not be used this way.

In response to a question from Mayor Jordan, Ms. Ruffner said the overall goal for capital campaign is to raise \$250,000.

Ms. Mach moved to approve the proposed Naming Policy for Certain City Spaces as proposed. Ms. Pope seconded.

The motion passed 5-1. (Roberts) (Ms. Davis noted that although she had voted to approve the Policy, she did so with reservations.)

LETTER OF SUPPORT – APPOINTMENT TO NATIONAL LEAGUE OF CITIES COUNCIL ON YOUTH, EDUCATION AND FAMILIES: Mayor Jordan read the agenda comments.

There was discussion regarding Ema Smith's (Chair of the Youth Advisory Committee) application for appointment to the National League of Cities (NLC) Council on Youth, Education and Families. As part of the application process, a letter of support from a City Official is required that includes a commitment by the City to cover Ms. Smith's costs (if appointed) of attending two local NLC conferences and one conference in Charlotte, NC.

Ms. Davis suggested that if Ms. Smith is appointed to the NLC Council, she be requested to provide a report on all conferences attended at a Council meeting.

Mayor Jordan and Ms. Pope noted their hesitancy with a commitment of funds that weren't specifically budgeted in this fiscal year's budget.